

18.0 Site Security

18.1 The laboratory is located within the Weights and Measure Department. Security of the State facilities is the responsibility of the building manager and State contracted security and is subject to the security requirements of the Weights and Measures Department. The laboratory technical manager is responsible for security directly related to the laboratory and designates the specific duties of on-site security to the laboratory staff. Security of the laboratory premises includes the following:

- 18.1.1 Locking laboratory doors in specific areas when not in use;
- 18.1.2 Securing all doors and perimeter at the close of the day;
- 18.1.3 Notifying building security of disturbances and suspicious activity as appropriate;
- 18.1.4 Securing entrances to the laboratory when disturbance during testing affects the integrity of the type evaluation; and
- 18.1.5 Securing all areas where standards and equipment are stored or maintained.

18.2 Access

18.2.1 Access to and use of all type evaluation areas are controlled and defined by the technical manager. The laboratory maintains the current access list as follows:
[NOTE: Replace Area 1 and Area 2 with a specific measurement area and list the staff (laboratory or support) that has access to the specific area.]

Access			
Staff	Area 1	Area 2	Computers
1	X	X	X
2		X	X
3	X	X	

- 18.2.2 Laboratory building keys are given to administrative staff members and laboratory personnel.
- 18.2.3 Cleaning staff has supervised access to the laboratory during normal working hours.